

TITLE: CIB 90-11 Preparation and Transmittal of Commerce Business Daily (CBD) Notices

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20323

May 15, 1990

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/MS John F. Owens, Procurement Executive

SUBJECT: Preparation and Transmittal of Commerce Business Daily (CBD) Notices

CONTRACT INFORMATION BULLETIN 90-11

This CIB supersedes CIB-90-8 in its entirety due to revisions and other editorial changes.

1. Due to recent changes in the requirements for the preparation and transmittal of Commerce Business Daily notices, this CIB is issued (1) to clarify new procedures and other recent changes; (2) Incorporate relevant information and delete obsolete information from previously issued CIBs, and (3) combine all information relating to CBD notices in a single document. This CIB supersedes and cancels the following CIBs:

CIB	Subject	Date
89-24	Preparation and Transmittal of Commerce Business Daily (CBD) Notices	September 27, 1989
89-18	CBD Synopsis Requirements	July 27, 1989
89-14	Numbered Notes	April 28, 1989
88-19	Reminder of Publicizing June 22, 1988 Requirements	
85-11	New AID Publishing	April 15, 1985
	Requirement for Acquisition of Commodities/Supplies Exceeding \$25,000	

2. Missions are advised to prepare CBD notices in the format prescribed by FAR 5.207, and to send the notices directly to the Office of Procurement, Program Support Division, Support Services Branch (MS/OP/PS/SUP, AID/W). Do NOT send notices for publication directly to CBD/Chicago. Attached is a copy of the new CBD Guide for the Preparation and Submission of Synopses revised September 1, 1989. This guide supersedes the one dated May 1, 1989 (which was included in OPAM 89-5). Because of changes in this guide, and contracting offices not being aware of them, some of the notices received by MS/OP/PS/SUP are in the wrong format. In addition to this guide, MS/OP/PS/SUP has obtained additional guidance from CBD, which should be used in the preparation of notices. For easy reference, we

are highlighting the major changes the CBD Guide makes to the synopsis format items:

a. In Item #1, Action Code, one of the codes shown in this new guide must be used. A new code "N/A" has been added for special notices that is intended to inform the public of events and is not applicable to solicitations. Therefore, Code "N/A" is not applicable to AID missions. The code "F" for Foreign Procurement Notice has been deleted and may no longer be used.

b. In item #7, Office Address, it is mandatory to use the Contracting Organization's name and the full address. Some of the missions have been using the name without the address, or (an host country actions saying "not yet determined"). This item must be completed.

c. In item #8, Subject, a hyphen must now be used between the classification code and the brief description of the synopsis. [Note: this classification code must be the same as in item #6.] A short description must be included.

e.g., 8. H-Technical Resources Project!!

d. In item #13, Contract Award Dollar Amount:

i) insert a "\$" before the digits (value of award).

e.g., 13. \$100,000!!

ii) If the award is in local foreign currency, it needs to be spelled out.

e.g., 13. Swaziland currency E456890!!

iii) If it is both local foreign currency and U.S. dollars, insert "and" between the foreign currency and the dollar amount.

e.g., 13. Swaziland currency E456890 and \$250,000!!

In item #17, Description, do not insert a classification code at the beginning of this item. The requirement to include a classification code has been cancelled. Also, on all award notices, insert N/A.

3. Though not referenced in the attached CBD Guide, CBD has subsequently advised that the maximum character limitations for synopsis format item numbers 11, 12, 13, 14, and 16 remain as they are specified in FAR 5.207. There is also an overall synopsis limitation of 12,000 textual characters (approximately 3.5 single-spaced pages). CBD now has the capacity to electronically count the number of characters submitted, and it may reject synopses which exceed these maximum character limitations.

4. In synopsis format item #4, insert the FIPS number assigned to A.I.D.: 1152.

5. In synopsis format Item #11, responders have mistaken listings of country and city codes for U.S. area code In the telephone numbers specified (e.g., Country Code for Egypt is 20 and city code for Cairo is 2; 202 is the area code for Washington, D.C.). Accordingly USAID Missions should identify their telephone numbers as international numbers when specifying country and city codes in the international telephone numbers being listed.

Also in this synopsis format item, USAID Missions should consider listing the name and telephone number of a U.S. contact (in MS/QOP, OSDBU, or the cognizant AID/W project development office, etc.) whom potential offerors may query for information regarding the procurement. Advance consultations should be held with the U.S. contact to establish the arrangement before listing him/her.

e.g. 11. (a) John Doe, USAID/Cairo, Int. Tel. No. 20-2-123-4567, OR (b) Mary Doe, ANE/PD, A.I.D., Washington, D.C. 20523-0028, (202) 647-1234 !!.

6. CBD has revised the series of numbered notes which replace the Description of Legends and the old 1-100 numbered notes. While the new notes are numbered 1-25, only 14 numbers are currently being used with the rest reserved. The seven Legends, previously used, have been replaced by numbered notes 1 through 7.

7. The various publicizing requirements applicable to A.I.D. contracts are listed below:

FAR Part 5 -- Basic coverage on dissemination of Information, CBD synopsis of proposed contracts, synopsis of contract awards, release of information, and use of paid advertisements;

FAR 6.302 -- Requirements for publication of notices, for contract actions that are authorized under the authority for contracting under other than full and open competition;

FAR 11.004 -- Use of advance notices and synopses in the CBD to conduct market research and analysis;

AIDAR 705.202 (recently revised by AIDAR Notice 90-2) -- Exceptions to publicizing requirements for (1) contract actions authorized under the impairment of foreign assistance authority and (2) contract actions for \$100,000 or less that are made and performed outside the U.S.

8. All Contracting Officers (COs) and negotiators are reminded that the FY 1990 foreign assistance appropriations act coverage on the Gray Amendment, effective February 20, 1990, requires notices for procurements, which are to be funded from amounts made available for FY 90, over \$100,000 and funded by Development Assistance (DA) and Development Fund for Africa (DFA) funds to be reviewed by OSDBU prior to publication in the CBD. OSDBU has seven (7) business days to review and propose changes. The seven-business-day review by OSDBU is mandatory and COs should take this factor into account in preparing notices to be published in the CBD. MS/OP/PS/SUP will be responsible for providing copies of appropriate notices to OSDBU.

9. When submitting a notice for publication In the CBD to MS/OP/PS/SUP that Is not subject to OSDBU review, i.e., those for procurements not over \$100,000 and/or not funded by DA or DFA funds, award notices, and sources sought notices, etc., COs should state the reason for the OSDBU review exemption to MS/OP/PS/SUP so that the notice can be electronically transmitted without delay to the CBD.

Otherwise, all notices will be forwarded to OSDBU and transmission to CBD will be delayed for seven business days. In keeping with Agency policy that encourages the consideration of minority, disadvantaged firms on procurements funded by other categories of funds, a courtesy copy of all notices not subject to prior OSDBU review will be provided to that office at the same time the notice is transmitted to CBD.

10. All COs are required to prepare CBD notices in the format prescribed by FAR 5.207 and the attached CBD Guide, and to send the notices to AID/W (MS/OP/PS/SUP, Room 1471, SA-14). Mission notices may be sent by telefax (703-875-1027), cable, or memo. MS/OP/PS/sup will edit and reformat the notices, as necessary, and transmit them electronically to CBD In Chicago. Once transmitted by OP/PS/SUP, notices are normally published within three to four business days.

NOTE:When transmitting notices via cable to MS/OP/PS/SUP, the following symbols cannot be transmitted via the telecommunications system and should NOT BE USED on Agency telegrams (See Chapter 10 of Handbook 21):

- * asterisk (or series of asterisks is used for deletion, see Chapter 10E2c of Handbook 21);
- \$ dollar sign (spell out as "DOLS.");
- & ampersand (spell out as "AND");
- + plus sign (spell out as "PLUS"); and
- % percent sign (spell out as "PERCENT").

MS/OP/PS/SUP will convert the above in notices transmitted by cable to proper format before forwarding to CBD.

11. Upon publication of notices in CBD, MS/OP/PS/SUP will cable missions with the publication date.

12. AID/W and Mission Contracting Officers are requested to bring this information to the attention of project offices and all others concerned.

ATTACHMENT: Copy of "CBD Guide for the Preparation and Submission of Synopses," dated September 1, 1989.

INTRODUCTION

The purpose of this guide is to help you prepare and submit synopses to the Commerce Business Daily (CBD). The CBD publishes the following types of procurement information:

- Proposed Contract Actions
- Contract Awards
- Sources Sought Notices
- Sales of Surplus Property

A new edition of the CBD is issued every business day. Each edition contains approximately 1,000 announcements. Each announcement generally appears in the CBD only once.

PREPARATION OF NOTICES TO THE CBD

FORMAT (from FAR 5.207)

1. Action Code A single alphabetic character identifying the type of action for the synopsis. The choices are only the following:

- P Presolicitation Notice
- A Award Notice
- M Modification to a Previous Notice
- R Sources Sought Notice

(If none of the standard action codes apply enter ""N/A").

- 2. Date Month and day synopsis is submitted. Insert four digits for this Item, two digits for the month and two digits for the day (MMDD).
- 3. Year Year synopsis is submitted. Insert two digits for the year (1989 will be 89).
- 4. FIPS Number Your organization's code number. For additional information see FIPS Publication 95 issued by the National Bureau of Standards.
- 5. Zip Code The Contracting Office's Zip Code.
- 6. Classification Select the correct service or supply that the synopsis Code should be listed under. Insert either one alphabetic code or a two digit code.
- 7. Office Address The complete address of the contracting office.
- 8. Subject Insert the classification code from item 6, a hyphen, and a brief title description of the synopsis.
- 9. Solicitation Number Your organization's reference number for the synopsis.

10. Response Date The deadline for the receipt-of bids. Insert a six digit date (March 1, 1989 should be 030189).
11. Contact The names and phone numbers of officials to contact in regard to this synopsis.
12. Contract Number For awards only, your organization's reference Award number.
13. Contract Award Dollar Amount For awards only, the value of the contract. Also, insert a "\$" before the digits.
14. Contract Line Item Number For awards only, when appropriate, list the contract's appropriate line item number.
15. Contract Award Date For awards only, insert a six digit (May 25, 1988 should be 052588).
16. Contractor For awards only, the name and address of the awardee.
17. Description The narrative description of the procurement action. Always use grammatically correct capitalization In this item. Never Insert the narrative in all upper case. (insert "N/A" for all award entries).

SAMPLE PRESOLICITATION NOTICE
TO THE CBD

1. P!!
2. 0521!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2, Dayton, Ohio 20230!!
8. 15-Jet Plane!!
9. SOL 1234!!
10. 010189!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone requests for the solicitation package will be accepted. See Numbered Note 22.*****

HOW THIS PRESOLICITATION NOTICE
WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field,
Building Number 2, Dayton, Ohio 20230

15-Jet Plane SOL 1234 DUE 010180 Contact Point, Capt. Yeager, 202/337-4321, Contracting Officer, Capt. Smith, 202/377-5432. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone requests for solicitation package will be accepted. See Numbered Note 22.

SAMPLE MODIFICATION NOTICE
TO THE CBD

1. M!!
2. 0521!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2,
Dayton, Ohio 20230!!
8. 15-Jet Plane!!
9. SOL 1234!!
10. 010189!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer,
Capt. Smith, 202/377-5432!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. Correction: This action originally publicized in the CBD dated
5/15/88, is not a sole source contract and Numbered Note 22 does not
apply. All other information publicized in the original synopsis is
correct.*****

HOW THIS MODIFICATION NOTICE
WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building
Number 2, Dayton, Ohio 20230

15-Jet Plane SOL 1234 DUE 010189 Contact Point, Capt. Yeager,
202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432.
Correction: This action originally publicized in the CBD dated
5/15/88, is not a sole source contract and Numbered Note 22 does not
apply. All other information publicized in the original synopsis is
correct.

SAMPLE AWARD NOTICE
TO THE CBD

1. A!!
2. 0912!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2,
Dayton, Ohio 20230!!
8. 15-Jet Plane!!
9. N/A!!
10. N/A!!
11. N/A!!
12. Award No. 666!!
13. \$26,321,231!!
14. N/A!!
15. 010289!!
16. Bell Labs Inc., 123 Niagara Falls Blvd. Buffalo, NY 13224!!
17. N/A*****

HOW THIS AWARD NOTICE
WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building
Number 2, Dayton, Ohio 20230

15-Jet Plane Award No. 666 \$26,321,231 010289 Bell Labs Inc., 123
Niagara Fall Blvd, Buffalo, NY 13324

SPECIAL CBD
FORMAT INSTRUCTIONS

- * Begin each item with the number for the item followed by a period, e.g., 1.
- * Then make two spaces after the period.
- * The text of each format item should be single spaced, have no extra indentions or carriage returns and use double spaced lines between each format item.
- * When an item does not require information, always insert: N/A
- * Conclude each item with two exclamation points, e.g.,!!
- * Conclude each completed synopsis with five asterisks,, e.g.,*****

COMMON ERRORS

- I. Always Begin Each Line Flush Left
Do Not Center or Indent Any Items.

WRONG

7. Department of the Army Air Corps
Wright Air Field
Building Number 2
Dayton, Ohio 20230!!

WRONG

7. Department of the Army Air Corps
Wright Air Field
Building Number 2
Dayton, Ohio 20230!!

CORRECT

7. Department of the Army Air Corps, Wright Air Field Building Number 2, Dayton, Ohio 20230!!

COMMON ERRORS

- II. NEVER Submit a Synopsis in all UPPER CASE.

WRONG

17. THE ARMY AIR CORPS REQUIRES ONE JET CAPABLE OF
BREAKING THE SOUND BARRIER. ALL RESPONSIBLE
SOURCES MAY SUBMIT AN OFFER. No TELEPHONE
REQUESTS FOR THE SOLICITATION PACKAGE WILL BE
ACCEPTED. SEE NUMBERED NOTE 22.*****

CORRECT

17. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone request for the solicitation package will be accepted. See Numbered Note 22.*****

Numbered Notes

Numbered Notes are footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements.

An explanation of the Numbered Notes appears each week in the Monday edition of the CBD. If the Monday edition of the CBD is not printed because of a holiday, an explanation of the Numbered Notes will appear in the next day's issue.

When the note(s) applies to a synopsis, the contracting officer should reference the note at the end of item 17 of the synopsis e.g., "See Note(s) 22 and 23".

Typical Numbered Note

22 This contract action is for supplies or services for which the Government intends to solicit and negotiate with only one source under authority of FAR 6.302. Interested persons may identify their interest and capability to respond to the requirement or submit proposals. This notice of intent is not a request for competitive proposals. However, all proposals received within forty-five days (thirty days if award is issued as a delivery order under an existing basic ordering agreement) after date of publication of this synopsis will be determined by the Government. A determination by the Government not to open the requirement to competition based upon responses to this notice is received as a result of a notice of intent will normally be considered solely for the purpose of determining whether to conduct a competitive procurement.

SUBMISSIONS * SEE NOTE BELOW

NOTE: A.I.D. procedures for Contracting Offices to submit synopsis to MS/OP/PS/SUP, AID/W. are detailed in the body of the CIB to which this guide is attached.

FROM FAR 5.207(g)

Not available electronically
See FAR 5.207(g)